

# Shell Lake Arts Center Position Description



**Position Title:** Summer Counselor

**Location:** Shell Lake Arts Center, located in Northwestern Wisconsin

shell lake arts center  
master teachers. magic setting.

## Responsibilities:

- Monitor the welfare and safety of students attending the Center throughout the summer.
- Assist Camp Coordinator with recreational activities for campers to participate in during free times.
- Provide basic first aid when necessary and transport campers to medical facility if needed (training will be provided).
- Assist with student registration and orientation.
- Participate in camp operations projects that may include sound technician, office assistant, website development, community outreach, music librarian, and other projects that will be determined based on the needs of the camp.
- Transport campers to and from airport as needed.
- Lock down campus at the end of the day.
- Adapt to the changing needs of the camper, fellow counselors, faculty, and staff.

Additional duties will be assigned by the Center Coordinator and Director to reflect the changing needs of camp. These duties may include, but are not limited to:

- Performance set-up
- Facility clean-up
- Equipment transportation

## Opportunities:

- In the counselor's free time, s/he may also have the opportunity to help instructors with classes and/or play in Center music groups if the instrumentation is needed.

## Qualifications:

- Must have completed at least one year of college – two years preferred.
- Must possess strong communication skills and ability to work effectively with a diverse group of employees, campers, and faculty.
- Have a proven interest in the arts – education majors are highly encouraged to apply.
- Previous experience working with middle high and high school students in a supervisory or camp setting is preferred.
- Must be positive, dependable, energetic, and self-motivated with an emphasis on teamwork.
- Must have a valid driver's license.

## Salary:

Starts at \$250.00 per week plus room and board.

## Contract Period:

The start and end dates of employment will be discussed at the time of the job offer. Preliminary planning indicates positions will begin with orientation on June 5, 2019, and run through August 10, 2019.

## Application:

Submit the [application form](#) and personal statement to:

Carly Moline  
Shell Lake Arts Center  
PO Box 315  
Shell Lake, WI 54871  
Or fax to: 715-468-4570

**Deadline:** All applications must be received in the Arts Center Office by March 5, 2019.

**Notification:** Applicants will be contacted once all applications have been reviewed.

**Questions:** For more information, contact Carly Moline at 715-468-2414 or [cmoline@shelllakeartscenter.org](mailto:cmoline@shelllakeartscenter.org).

## Equal Opportunity:

The Shell Lake Arts Center provides equal opportunities and affirmative action in programs and employment. The Center does not discriminate on the basis of age, race, creed, color, disability, sex, sexual orientation, developmental disability, national origin and ancestry, marital status, arrest record, or non-employment related conviction record. Employment is contingent upon establishment of identity and verification of employment eligibility as required by the Immigration Reform and Control Act of 1986.